



Agency IT Invoice Handling for Transitioned Agencies Policy & Procedures

EFFECTIVE DATE: 07/01/2004, v1.1

PURPOSE: To describe the necessary handling of invoices, at the agency level, during the transition of existing Information Technology (IT) related assets to the Virginia Information Technologies agency (VITA).

For the purposes of this procedure, "agency" is defined as any state agency or institution that has transitioned to VITA.

SCOPE: In-scope transitioned agency finance and procurement personnel and all VITA employees.

STATEMENT OF POLICY: VITA will pay supplier invoices for transitioned agencies in order to record newly acquired assets in the VITA accounting system for direct billing and/or asset management.

If the agency has an Enterprise Resource Planning (ERP) system and the agency ordered the in-scope IT goods or services prior to transition and receives the invoice after transition, the agency should pay the invoice in order to clear the outstanding purchase order (PO).

If the agency does not have an ERP and receives an invoice for IT goods or services after transition, the agency will take the actions outlined below in the Statement of Procedures.

STATEMENT OF PROCEDURE: To maintain an accurate inventory of IT assets and meet the requirements of the Prompt Payment Act:

1. All original signed contracts and PO related to the acquisition of IT assets must be sent to VITA Supply Chain Management (SCM), ATTN: CONTRACTS MANAGER, by the agency, to be entered into the VITA PeopleSoft System for accounting purposes. Make a copy of the contract or PO for agency files.
2. Discontinue paying associated IT supplier invoices for in-scope items, including the CARS entry for payment for IT supplier invoices. CARS transactions will be entered by VITA.

3. Submit a list of employees authorized to approve IT supplier invoices to:

Karen Robinson
Controller
Virginia Information Technologies Agency
110 South Seventh Street
Richmond, VA 23219
Phone: 804-371-5621
E-mail: karen.robinson@vita.virginia.gov
Fax: 804-371-5250

4. Provide the following information for each invoice submitted (checklist attached):

Agency Number

PeopleSoft Cost Center Number

(See attached list for your Agency's Cost Center #)

Authorization Signature

(The Authorization Signature person must be authorized by the Agency Head to encumber funds. This authorization will be permission for VITA to pay the invoice.)

Vendor Identification Number

EDI Vendor – yes or no

Copy of Vendor's W-9 Form (only need to send once)

Date Invoice Received

Date Product or Service Received

**Other Identifying Information (if applicable) such as:
manufacturer, model or model number, serial number,
inventory tag number, model, manufacturer**

5. Verify that the invoice is accurate for the installed or received equipment, product, or service.
6. Make a copy of the invoice for the agency files.
7. Immediately fax a copy of the authorized invoice to VITA Accounts Payable (804-786-0419).
8. Within **five** business days of receipt, place the original invoice (and associated original Contract or P.O., if not already sent to VITA) into Inter-Agency mailing or external mail envelop addressed to:

Virginia Information Technologies Agency

Attention: VITA Accounts Payable

**110 South 7th Street, 3rd floor
Richmond, Virginia 23219**

VITA Responsibilities

- VITA will promptly pay the properly authorized invoice through CARS and record payment in the PeopleSoft System.

- VITA Accounts Payable Section will forward any Purchase Orders or Contracts to the Supply Chain Management Division.

NOTE: The agency bears the responsibility of delayed payment until VITA receives a properly documented and authorized invoice; therefore, it is extremely important to be sure the product or service is received and the invoice is accurate prior to mailing to VITA. If a product or service was delivered and an invoice was delivered the state has an obligation to pay. If you have any questions about this procedure, please contact your VITA Service Level Director (SLD).

Additional Information:

- When all existing agency contracts are loaded into VITA's PeopleSoft System and invoices begin arriving at VITA instead of the agency, this process will only be needed for occasional invoices that arrive at the agency in error. Nevertheless, expediting authorization and delivery to VITA will be needed to meet the Prompt Payment Act requirements.
- A designated VITA Cost Center Manager will perform PeopleSoft transactions for the agency.
- This designated VITA Cost Center Manager will work closely with agency personnel for the receiving of product or service and acknowledge receipt directly in PeopleSoft.
- Future invoices will be directed to VITA.

ASSOCIATED
POLICIES &
PROCEDURES:

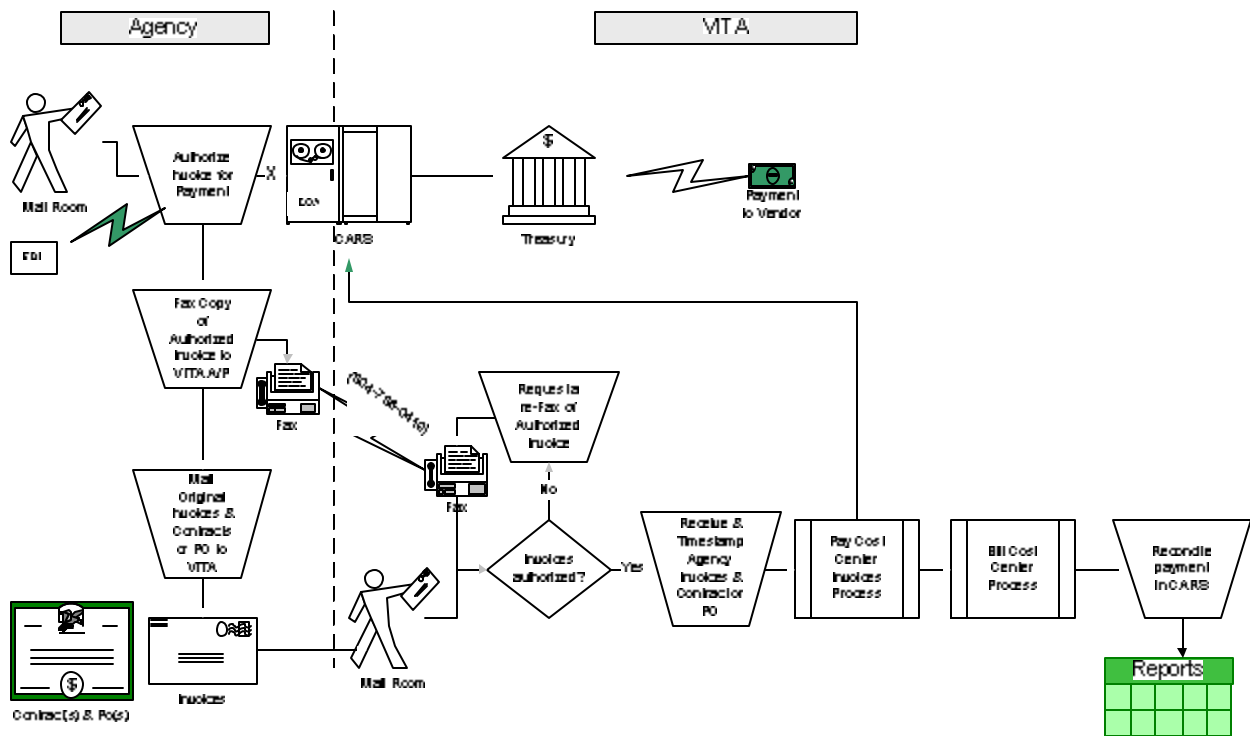
VITA_SCM_Procurement of IT Goods and Services by Agencies transitioned to VITA Policy
VITA_SCM_Procurement of IT Goods and Services by Agencies transitioned to VITA Policy
eVA Requisitioning and Receiving Procedures
VITA_FMS_Receipt of IT Goods & Services by Agencies Transitioned to VITA Policy & Procedures
VITA_FMS_Revenues & Billing Policy & Procedures

AUTHORITY

REFERENCE: Code of Virginia, §2.2-2005 et seq.
(Creation of the Virginia Information Technologies Agency; "VITA"; Appointment of Chief Information Officer (CIO))

OTHER

REFERENCE: None



Checklist for Supplier Invoice Submissions
 FAX to 804-786-0419
 Attention: Accounts Payable

Agency Number			
PeopleSoft Cost Center Number	See attached list for your Agency's Cost Center #		
Authorization Signature	The employee authorizing invoice must be authorized by the Agency Head to encumber funds. This authorization will be permission for VITA to pay the invoice.		
Vendor Identification Number			
EDI Vendor – yes or no			
Copy of Vendor's W-9 Form (only need to send once)			
Date Invoice Received			
Date Product or Service Received			
Manufacturer			
Model or Model Number			
Serial number			
Inventory tag number			
Custodian			
Location: Floor/Room			

Agency Cost Code Table

Agency Code	DESCRIPTION	VITA Cost Center
XXX	VA War Memorial Board of Trustees	901
119	Office of the Lieutenant Governor	849
121	Office of the Governor	902
122	Department of Planning and Budget	903
123	Department of Military Affairs	904
127	Virginia Department of Emergency Management	905
128	VA Veterans Care Center	987
129	Department of Human Resource Management	906
131		987
132	State Board of Elections	907
136	Virginia Information Technologies Agency	N/A
140	Department of Criminal Justice Services	908
141	Office of the Attorney General	
146	Science Museum of Virginia	909
148	Virginia Commission for the Arts	910
151	Department of Accounts	911
152	Department of Treasury	912
154	Department of Motor Vehicles	913
155	Treasury Trust	856
156	Department of State Police	914
157	Compensation Board	915
161	Department of Taxation	916
163	Virginia Department for the Aging	917
165	Department of Housing and Community Development	918
166	Secretary of the Commonwealth	919
169	Commonwealth Competition Council	920
170	Council on Human Rights	921
173	Department of Charitable Gaming	922
175	Virginia Office for Protection and Advocacy	923
180	Secretary of Administration	924
181	Department of Labor and Industry	925
182	Virginia Employment Commission	926
183	Secretary of Natural Resources	927
184	Secretary of Technology	928
185	Secretary of Education	929
186	Secretary of Transportation	930
187	Secretary of Public Safety	931
188	Secretary of Health and Human Resources	932
190	Secretary of Finance	933
192	Secretary of Commerce and Trade	934
194	Department of General Services	935
199	Department of Conservation & Recreation	936

200	Comprehensive Svcs for At -Risk Youth	937
201	Department of Education	938
202	Library of Virginia	939
203	Woodrow Wilson Rehabilitation Center	857
218	Virginia School for the Deaf and the Blind - Staunton	940
219	Virginia School for the Deaf and the Blind - Hampton	941
222	Department of Professional and Occupational Regulation	942
223	Department of Health Professions	943
226	Board of Accountancy	944
232	Department of Minority Business Enterprise	945
238	Virginia Fine Arts Museum	946
239	Frontier Culture Museum	947
245	State Council of Higher Education	948
262	Department of Rehabilitative Services	949
263	Virginia Rehabilitation Center for the Blind and Vision Impaired	858
301	Department of Agriculture and Consumer Services	950
305	State Milk Commission	950
310	Virginia Economic Development Partnershp	951
319	Chippokes Plantation Farm Foundation	952
320	Virginia Tourism Corporation	953
325	Department of Business Assistance	954
402	Marine Resources Commission	955
403	Department of Game and Inland Fisheries	956
405	VA Racing Commission	957
407	Virginia Port Authority	958
408	Chesapeake Bay Local Assistance Department	959
409	Department of Mines, Minerals, and Energy	960
411	Department of Forestry	961
417	Gunston Hall Plantation	962
423	Department of Historic Resources	963
425	Jamestown-Yorktown Foundation	964
440	Department of Environmental Quality	965
454	Office of Commonwealth Preparedness	850
501	Virginia Department of Transportation	966
505	Department of Rail and Public Transportation	967
506	Motor Vehicle Dealer Board	968
601	Department of Health	969
602	Dept of Medical Assistance Services	970
606	Virginia Board for People with Disabilities	971
701	Department of Corrections Central Activities	972
702	Department of Blind and Vision Impaired	973
703	Central State Hospital	988
704	Eastern State Hospital	989
705	Southwestern Virginia Mental Health Institute	990

706	Western State Hospital	991
707	Central Virginia Training Center	992
708	CCCA	993
709	Powhatan Correctional Center	994
711	Virginia Correctional Enterprises	995
716	Virginia Correctional Center for Women	996
717	Southampton Correctional Center	997
718	Bland Correctional Center	998
719	James River Correctional Center	999
720	DMHMRSAS	974
721	Powhatan Reception Center	800
723	Southeastern Virginia Training Center	801
724	Catawba Hospital	802
725	Northern Virginia Training Center	804
726	Southside Virginia Training Center	805
728	Northern Virginia Mental Health Institute	806
729	Piedmont Geriatric Hospital	807
730	Brunswick Correctional Center	808
731	Staunton Correctional Center	809
733	Sussex I State Prison	810
734	Sussex II State Prison	811
735	Wallen's Ridge State Prison	812
737	St. Brides Correctional Center	813
738	Southwestern Virginia Training Center	814
739	Southern Virginia Mental Health Institute	815
740	Southampton Work Centers	816
741	Red Onion State Prison	817
742	DOC - Employee Relations/Training Division	818
743	Fluvanna Correctional Center for Women	819
744	Mecklenburg Correctional Center and Halifax Correctional Field Unit	820
745	Nottoway Correctional Center	821
747	Marion Correctional Treatment Center	824
748	Hiram W. Davis Medical Center	825
749	Buckingham Correctional Center	826
750	Department of Correctional Education	975
751	Virginia Department for the Deaf and Hard-of-Hearing	976
752	Deep Meadow Correctional Center	827
753	Deerfield Correctional Center	828
754	Augusta Correctional Center	829
756	Division of Institutions	830
757	Western Region Correctional Field Unit	831
760	Central Region Correctional Field Unit	832
761	Eastern Region Correctional Field Units	833
762	Dept for Rights of Virginians with Disabilities	
765	Virginia Department of Social Services	977
766	Virginia Parole Board	834
767	Division of Community Corrections	835

768	Keen Mountain Correctional Center	836
769	Greensville Correctional Center	837
770	Dillwyn Correctional Center	838
771	Indian Creek Correctional Center	839
772	Haynesville Correctional Center, Caroline and Haynesville Correctional Field Units	840
773	Coffeewood Correctional Center	841
774	Lunenburg Correctional Center	842
777	Department of Juvenile Justice	978
790	MHMRSAS- Grants to Localities	843
792	Mental Health Treatment Centers	844
793	Mental Retardation Training Centers	845
794	VA Center for Behavioral Rehabilitation	846
795	DOC - Division of Institutions	847
799	DOC - Architecture and Engineering	848
839	Commission on Youth	
841	Department of Aviation	979
848	Indigent Defense Commission	
851	Tobacco Commission	986
853	Governor's Office for Substance Abuse Prevention	851
912	Virginia Department for Veterans Services	987
934	Innovative Technology Authority	980
935	Roanoke Higher Education Authority	
942	Virginia Museum of Natural History	981
948	SW VA Higher Education Center	
957	Commonwealth's Attorneys' Services Council	982
960	Department of Fire Programs	983
962	Department of Employment Dispute Resolution	984
963	VA Liaison Office	854
968	Commission on Local Government	918
999	Department of Alcoholic Beverage Control	985